

DAS 1-C (3 – Indenture After Completion)

Sometimes it becomes necessary to indenture an apprentice after he/she has already completed the program. Most often, this occurs because the apprentice was not indentured upon employment into the qualifying correctional peace officer classification, due to oversight or error.

These instructions are only applicable if the apprentice has already completed the apprenticeship program. If the apprentice was not indentured upon employment and has not yet completed the terms of the apprenticeship program, the LAS must follow the instructions for late indenturing.

The instructions for indenturing an apprentice after he/she has already completed the apprenticeship program is the same as indenturing an apprentice upon employment except as noted below:

NO	SECTION	INSTRUCTION	COMMENT
1	Credit Granted	Enter the amount of credit that the apprentice was awarded by CPOST or LAS, if appropriate.	Do not give the apprentice credit for time already served in the classification. This section is to be completed only if the apprentice was awarded credit by CPOST or by the LAS due to prior experience, education, and/or training.
2	Estimated Completion Date	Enter the date that the apprentice completed the apprenticeship program. This period includes academy time.	
3	Date of Execution	Enter the date that the apprentice became eligible to participate in the apprenticeship program (e.g. date of hire). Do not use the current date.	

In addition to the Apprentice Agreement, the LAS must include a letter containing the following information:

Subject: Requesting a Certification of Completion from Division of Apprenticeship Standards

Body of Memo:

I certify that (*Classification*) (*Full Name*) has participated in and completed all required on-the-job and related and supplemental training as required by DAS and the Commission on Correctional Peace Officer Standards and Training (CPOST) Apprenticeship Program.

Due to an oversight, the above former apprentice was not properly enrolled into the apprenticeship program when he/she was originally hired. I have attached an original Apprenticeship Agreement (DAS 1-C), Request for Certificate of Completion (DAS 104), and copies of the apprentice's Daily Progress Records (DAS 103-As), as evidence of his/her participation in the Correctional Peace Officer Apprenticeship Program.

Thank you for your assistance in correcting this error. Please let me know if you have any questions or need additional information. I can be reached at (*Phone Number*).

Signature: LAS Member